

Brunswick History Commission: Board Meeting Minutes, December 13, 2021

Attending: Dr. Wayne Allgaier (Chair), Mr. John Caves (Secretary), Mr. Bruce Funk (Board Member), Mr. John Faith (Board Member), Mr. Don Peterson (Board Member), Ms. Julie Kloetzli (Museum Liaison), Councilman Christopher Vigliotti (City Council Liaison)

Attending remotely (conference call): Ms. Vicki Dearing (Vice Chair)

Meeting called to order in City Hall at 7:02pm by Dr. Allgaier.

Dr. Allgaier motioned to approve the minutes from the September board meeting. Mr. Faith seconded the motion, which passed unanimously.

The bulk of the meeting was divided between eight subjects:

1. History Commission Website

- Mr. Caves reported that he was continuing to save and upload all *Frederick News-Post* articles relevant to Brunswick each week, and that he was making slow progress on uploading the scanned *Brunswick Herald* issues, having so far gotten through May 1891.
- Dr. Allgaier inquired whether a high school student volunteer could work on uploading the *Herald* issues. Councilman Vigliotti and Ms. Kloetzli indicated that they could keep an eye out for qualified students who might be interested.
- Mr. Caves agreed that a student volunteer could be helpful, but noted that we would have to trust that student with a website login, and that the student might have to work from home because the History Commission computer is too slow to handle the *Herald* uploads.
- Councilman Vigliotti suggested that the Commission get a better computer.
- Dr. Allgaier agreed that the student volunteer would need to be the right person for the job, and said that Mr. Caves would continue to work on the *Heralds* until a good volunteer is found.

2. History Commission Facebook page

- Mr. Caves reported that he has been maintaining the Facebook since Jerry Knight handed it over on September 29. Mr. Caves told the board that he is posting the *Frederick News Post* obituaries of people connected to Brunswick each week, and is also posting old issues of the *Brunswick Citizen* and *Blade-Times* that Mr. Knight gave to him, as well as some of the 1891 issues of the *Brunswick Herald*. Around holidays or major events, Mr. Caves finds material relevant to those events on the History Commission website and posts it to the Facebook page.

3. New acquisitions

- Dr. Allgaier stated that there needs to be a chronological list of what items come in to the Commission and from whom, so that the board can review them. Mr. Funk concurred.
- Mr. Peterson asked if someone who donates an item to the Commission could list it for a tax deduction. Dr. Allgaier noted that the donor should estimate the item's value upon turning it in, and the Commission could record the value as the donor's estimate.
- Councilman Vigliotti said that he would see if the City could issue a letter acknowledging the donation. He added that the Commission would need to devise a procedure for coordinating with the City in order to implement such a system.

4. Loaning out materials

- Dr. Allgaier reminded the board of its earlier decision that Commission members could sign out materials from the History Commission office, but that all others must access materials inside the office. He created a sign-out sheet for members that he left in the office.
- Dr. Allgaier raised the question of whether or not a member who signs out an item could lend it to a friend. Bruce Funk said that the friend would have to be trustworthy, and Dr. Allgaier agreed. He stipulated that the member who signed out the item is responsible for it.
- Dr. Allgaier reminded the board that copyrighted materials, such as books not authored by the Commission, may not be scanned and uploaded to the website.

5. History Commission brochure

- Dr. Allgaier expressed appreciation for the work done by Ellis Burrus on the pamphlet, as well as that done by Mr. Peterson and David MacIntosh. He presented the draft pamphlet to the commission in two paper options: “peach” and glossy white.
- The board discussed whether and how to revise the second paragraph of the “Brunswick History in a Nutshell” section. Mr. Peterson motioned to approve the following text, which Mr. Faith seconded and all board members present voted in favor:

“Then, in 1787, a surveyor named Leonard Smith saw that this would be an ideal commercial spot for river traffic carrying goods from Georgetown and Alexandria to the West and back on George Washington’s envisioned Potomac Canal (later replaced by the C&O Canal). So, Smith had a small village of 96 plots (3 blocks square) laid out and named it Berlin.”

- Dr. Allgaier called the board to vote on the choice of paper for the brochure. The “peach” option prevailed with three votes (Ms. Dearing, Mr. Funk, and Mr. Caves) to two for the glossy white option (Mr. Peterson and Mr. Faith). As board chair, Dr. Allgaier abstained as his vote was not necessary to break a tie.
- The board discussed how many pamphlets to print initially. Dr. Allgaier stated that the Commission would place them in the Brunswick Museum, the hotel, the train station, and the Frederick County Visitor Center. Ms. Kloetzli noted that the Commission could give the Frederick Visitor Center as many pamphlets as it liked, and the Center would restock its shelf with them; the Commission would have to monitor and restock other locations on its own initiative. Dr. Allgaier noted that the cost to the Commission stood at \$39 per 100 brochures printed and folded by Mr. Burrus. Mr. Funk observed that the pamphlets would have to be modified and reprinted if the Commission’s weekly meeting location were to change.
- Mr. Faith motioned to print 500 brochures initially. Mr. Caves seconded the motion and all board members present voted in favor.

6. Budget

- Dr. Allgaier informed the board that, after the brochures are printed, the Commission will have approximately \$300 remaining in its budget for the fiscal year ending July 2022. Councilman Vigliotti confirmed that the Commission would need to submit its budget

request for the next fiscal year, including a list of the items it wants to spend money on, to the Mayor and Council by March 2022.

- Dr. Allgaier read out a list of possible items to purchase, and the board grouped them in three categories: A (immediate term, in the present fiscal year), B (short term, in the budget request for the next fiscal year), and C (long term). Those items and their categories are as follows:
 - Document storage boxes – A
 - History Commission display banner – A
 - Purchase of Brunswick history books from private authors – A and B
 - Office supplies – A
 - Upgraded computer – B
 - Map case – B
 - Additional brochures (beyond the initial 500) – B
 - Bookshelves – C
 - Permanent History Commission sign – C
- The board determined that a large scanner would not get enough use to make it a worthwhile purchase.
- Dr. Allgaier said he would find out whether the City pays the Commission's website maintenance fee.
- The board discussed allocating funds to provide a token of appreciation for outgoing members. Mr. Peterson made a motion to budget \$50 per outgoing member for that purpose; Mr. Caves seconded the motion and the motion passed unanimously. Ms. Dearing abstained as she was one of the outgoing members whom the allocation concerned.
- The board discussed whether vertical or horizontal filing cabinets are preferable for conserving documents. Ms. Kloetzli said that a colleague at the Museum had just completed a document preservation course, and she would consult her.
- Mr. Caves agreed to provide Councilman Vigliotti with specs for the Commission's desired computer upgrade.
- Dr. Allgaier gave Councilman Vigliotti a \$4,000 estimate for the next fiscal year's budget.

7. Weekly workshop meetings

- Dr. Allgaier observed that the Commission's weekly workshop meetings had lately been focused on designing the brochure, but that he wanted to re-focus them on discussing Brunswick history. He envisioned dedicating each meeting or series of meetings to a particular topic, establishing the historical facts about that topic, and then documenting them. Mr. Peterson and Councilman Vigliotti were enthusiastic about the idea.
- Dr. Allgaier also noted that it would be good for the Commission to eventually give seminars to members of the public about particular historical topics, but he did not think the Commission was ready to do so yet.
- Mr. Faith said that he would like the Commission to take time during its weekly meetings to review its collection of documents and draw discussion topics from them.
- Mr. Caves objected, as Secretary, to the possibility of having sole responsibility for documenting the Commission's findings on each topic, on the basis of not having sufficient available time. The board noted the objection.
- Dr. Allgaier said that he would send out the week's workshop topic in his regular Wednesday reminder email.

8. Collaboration with the Brunswick Heritage Museum

- Ms. Kloetzli informed the board that she is running unopposed for president of the Museum's board next week (and thus will almost certainly be elected). She stated her goal to have more events happen at the museum and suggested that the Commission could give seminars and lectures on historical topics at the museum. She further suggested that the Museum and the Commission could occasionally combine their items to give presentations on historical topics.

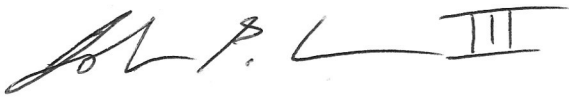
Mr. Faith and Mr. Peterson inquired as to whether the Commission could move the furniture in the second-floor City Hall office. Dr. Allgaier said that, as others also use the room, the Commission would need to first make a recommendation to the City and get its approval.

Mr. Peterson announced that David McIntosh is returning to the region, but plans to live in Pennsylvania. He inquired as to whether an individual needed to reside in Brunswick in order to become a Commission member. Dr. Allgaier said that there was no such requirement.

Mr. Faith motioned to adjourn the meeting at 8:32pm. The motion was seconded by Mr. Funk and unanimously approved.

The next board meeting will be at 7:00pm on Tuesday, March 15, 2022 at City Hall.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "John P. Caves III". The signature is stylized with a large initial "J" and "P", followed by "Caves" and "III" written in a separate, slightly detached part of the signature.

John P. Caves III
Secretary
City of Brunswick History Commission